

Year Two Tracker - 2020

Time	Activity	Outcome
Year Two – Fall		
August - September	(1) Annual Mentor Team member and peer review training conducted by PROC (2) Mentor Team meeting	(1) Completion documented (2) Classroom observations scheduled; goals reviewed, set, and documented, minutes
September – October	(1) Classroom observations by Mentor Team members (2) and VP for Instruction & Student Development	(1) Written summaries and individual pre/post observation meetings (2) Post observation meeting with VP
Oct 31 st	Mentor Team recommendation provided to VP for Instruction & Student Development Mentor Team signs Recommendation Form	VP decision on continuation status by Nov 15 th with communication to the committee and provisional faculty member
November – December	(1) Mentor Team meeting (2) VP for Instruction & Student Development review of non-continuance recommendation	(1) Discuss classroom observations; student evaluations; meeting full-time faculty responsibilities; progress on goals; PIP if applicable; committee recommendation on continuance; minutes (2) Notification of non-continuance
Year Two – Spring		
January	Mentor Team meeting	Classroom observations scheduled and review of activities for the semester
February – March	Classroom observations by Mentor Team members	(1) Written summaries and individual pre/post observation meetings (2) Meeting with VP
April	Mentor Team meeting	Discuss classroom observations; student evaluations; meeting full-time faculty responsibilities; progress on goals; self-evaluation summary; PIP if applicable; minutes
April 15 th	Portfolio provided to Dean for review	Checked for required elements after addition of supervisor summary/ review